

What Is the Private Vocational Schools Act?

The Private Vocational Schools Act gives the Superintendent of Private Vocational Schools the authority to register private vocational schools. The act and its regulations set out the criteria that a school must meet in order to become registered and the requirements for maintaining that status on an annual basis.

Which Organizations Must Register?

If you are thinking about starting a private vocational school, you will first want to determine whether the school is required to be registered under the Private Vocational Schools Act. The best way to do this is to see if your school and the program(s) it offers fit the following criteria relating to each of the three words in the title of the act: "private", "vocational", and "school".

Private

The offering organization is *private*:

- if it is privately owned (i.e., if it is not a non-profit, charitable, or religious organization) and
- if it charges a fee, and the fee is paid by the student (i.e., if the training provided is not paid for by a private company or organization or by government, and the training does not constitute a service provided on a contract basis).

Vocational

The training program to be delivered by the offering organization is *vocational*:

- if it is intended to provide the client with a full range of skills (i.e., if it is not a single-skill or skills-enhancement training program),

- if it is suitable for entry-level employment (i.e., if it is not an entrepreneurial training program),
- if it is in a recognized vocation (i.e., a vocation listed in the Canadian Classification and Dictionary of Occupations or in the National Occupational Classification), and
- if it provides basic as opposed to supplementary training in an area in which clients have not previously completed a training program (i.e., if it is not a professional-upgrading or staff-developmental training program).

School

The offering organization is a *school*:

- if it consists of a body of pupils, teachers and other staff members, and facilities, if any, that are organized as a unit, and
- if it is located in Ontario.

If your organization and the program(s) it offers meet these criteria, your school must be registered as a private vocational school.

What Are the Steps in the Registration Process?

Step 1 You must submit the non-refundable application fee of \$480 and full details about each of your proposed training programs.

Step 2 Arrangements will be made for qualified assessors to evaluate the appropriateness of your curriculum, equipment, and teaching methods.

Step 3 You must submit the final application form, on which you will supply:

- details about ownership, instructors, facilities, equipment, and advertising.

- fire and health department inspection verifications,
- a pro forma balance sheet and statement of operations prepared by a licensed public accountant,
- the required security, the amount of which depends on projected tuition revenues and the minimum amount of which is \$30,000, and
- registration fees of \$800 for the school and one program, and, generally, \$480 for each additional program.

Step 4 An appointment will be made for the inspection of the school's facilities and will be carried out by the Ministry of Training, Colleges and Universities. There is a fee of \$320 for this inspection.

Step 5 A Certificate of Registration will be issued by the Superintendent of Private Vocational Schools, if everything is in order.

How Long Does It Take for a Certificate of Registration to Be Issued?

Registrations are processed on a first-come, first-served basis. The process generally takes from four to six months.

Do Registrations Have to Be Renewed?

Each school is required to renew its licence to operate annually. The fees for renewal are \$800 for the school and one program, and, generally, \$48 for each additional registered program.

Where Can I Get Advice?

Many private vocational schools are members of the Ontario Association of Career Colleges, which works closely with the Ministry of Training, Colleges and Universities on matters related to the regulation of these schools.

Before you make your decision about starting a school, you might find it helpful to discuss your intention with a representative of this organization. You may contact the association by letter, telephone, or fax at:

Executive Director
Ontario Association of Career Colleges
233 Coborne Street, Suite 402
P.O. Box 340
Brantford ON N3T 5N3
Tel.: 519-752-2124
Fax: 519-752-3649

How Can I Receive an Application Package?

If you decide to start a school that requires registration, contact the Ministry of Training, Colleges and Universities at 416-314-0500 and request that an application package be sent to you. This package includes all the documents and forms you will need to complete your application.



What About Tuition Fee Tax Credits If Registration Is Not Required for the Training I Intend to Provide?

After reading this brochure, you may conclude that your organization's programs are not required to be registered under the Private Vocational Schools Act. However, your students may still be eligible for a tuition fee tax credit. The Canada Customs and Revenue Agency (formerly Revenue Canada) will make this decision, but, before it does, you will need to verify that you are not required to be registered under the Private Vocational Schools Act.

To receive this verification, write to the Private Vocational Schools Unit at the address below and provide the following information about each of your programs: a brief description of its content, its length in hours, the tuition fee, and the client group you are serving.

Private Vocational Schools Unit
Ministry of Training, Colleges and Universities
900 Bay Street
8th Floor, Mowat Block
Toronto ON M7A 1L2

What If I Have More Questions?

If you require more information, you may contact the Private Vocational Schools Unit either at the above address or at:

Tel.: 416-314-0500
Fax: 416-314-0499



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Registering a Private Vocational School



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